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18 April 1957

MEMORANDUM FOR: Chief, Medical Staff

SUBJECT : Competitive Promotions

REFERENCE : (a) CIA Regulation [redacted]
(b) CIA Handbook [redacted]
(c) Memorandum from DD/S to C/MS, Subject:
Competitive Promotion Program, dtd
1 March 1957
(d) Memorandum from C/MS to DD/S, Subject:
Competitive Promotion Program, dtd
15 March 1957

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1. As directed at the Medical Staff Career Service Board of 26 March 1957, the following recommendations are submitted as complementary to the provisions contained in references (a) and (b) for the implementation of the Competitive Promotion Program called for in reference (a).

2. Competitive Promotion Panel

a. In view of the requirements specified in paragraph 6a (2) of reference (a) for membership, it is recommended that the following Competitive Promotion Panel be established for the Medical Career Service:

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[redacted], Chairman
M.D.
Ph.D.

b. It is further recommended that this panel function as the Competitive Promotion Panel for all grade levels and all promotion areas covered by this program.

3. Competitive Promotion Areas

It is recommended that the following promotion areas be recognized within the Medical Career Service:

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SUBJECT: Competitive Promotions

- | | |
|---------------------------|--------------------|
| a. Physician | { GS-12 to GS-15 } |
| b. Medical Administrative | { GS-10 to GS-14 } |
| c. Medical Technician | { GS-6 to GS-9 } |
| d. Nurse | { GS-7 to GS-10 } |
| e. Clerical | { GS-3 to GS-9 } |

4. Procedures

a. It is recommended that the Career Service Staffing Authorization (CSSA) be studied to determine what, if any, promotions are feasible and should be considered.

b. Once this is determined, it is recommended that the supervisors of all SD:SM personnel of the appropriate grades be requested to notify the Chief, Medical Staff, of any such personnel in the zone of consideration when they recommend for promotion.

c. In conformity with paragraph 7 of reference (a) and with the intent stated in reference (d), it is recommended that this program be implemented starting with a competitive evaluation of all SD:SM personnel currently in grade GS-11. This would be followed by successive evaluations of other grade levels, subject, in all grades, to receipt from the Director of Personnel of the necessary Biographic Profiles (Form No. 1080). Following is a suggested sequence for consideration of grades:

GS-11	May 1957
GS-10	June 1957
GS-9	July 1957
GS-8	August 1957
GS-7	September 1957
GS-12	October 1957
GS-13	November 1957
GS-14	December 1957

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Chief, Administrative Support Division
Medical Staff

MS/ASD/WBW:jv

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